



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014

IMEU-LOD

24 May 05

SUBJECT: Memorandum for Users of IMA Europe Region Commercial Travel Offices (CTO)

Purpose: To provide Transportation Officers, Orders Issuing Officials, and Travelers with a list of the documentation required to receive a ticket for official Government travel from CTOs on Army installations in Europe.

1. Five (5) copies of an approved travel authorization (order), appropriately documented in accordance with the Joint Federal Travel Regulation (JFTR) for military travelers, or the Joint Travel Regulation (JTR) for civilian travelers. The Travel Authorization (TA) can be in either the DD Form 1610 default, or the Defense Travel System (DTS) "default" format if the traveler is required to use the DTS.

2. If the traveler is providing orders generated in the DTS, each of the five (5) copies of the TA must be accompanied by a "Document History" page showing that the TA has been approved and an "Account Detail" page.

3. To configure the DTS so that it will automatically print an acceptable TA, perform the following steps (see enclosure):

a. Log onto the DTS program. From the main menu, press the "Traveler Setup" button and select the "Form Preferences" option.

b. If you want to print your TA on the Government forms that you are accustomed to seeing (DD Form 1610, DD Form 1352-1), you can select the "Govt + Form" wherever it is available. This step is not mandatory, as the CTO will accept the "Default" DTS forms, but this will save paper when you print the TA.

c. In the "Attachments" section, select (put a check mark in) the "Document History," "Account Detail," and "Privacy Act" blocks.

d. In the "Print Document Name" section, make sure there is no check mark in the "Block 22 of DD 1610" box. If there is one, unselect this option.

e. Select "Save Form Defaults."

4. Prior to taking your DTS TA to the CTO, ensure that the "Document History" shows that the TA has been approved. The word "Approved" will appear on the page along with the date the TA was approved as well as the name of your approving official. If you are using the DTS DD Form 1610, ensure that block 22 (Travel Order Number) contains a six (6) digit number.

5. If block 22 of your DTS generated DD Form 1610 does not contain a six (6) digit number, perform the following steps:

a. Confirm that the order has in fact been approved. If it is not approved, you must get it approved before taking it to SatoTravel.

b. Clear the "cache memory" of your web browser by performing the following steps:

- 1) Go to the DTS main menu screen.
 - 2) Select the "Tools" option from the Internet Explorer main menu, and then "Internet Options" from the drop down menu.
 - 3) In the pop up box that appears, select the "General" tab, if it is not already selected.
 - 4) In the "General" tab, click on the "Delete Files" button, then click on the "OK" button.
 - 5) Return to the Travel Authorization print screen, and press the "Refresh" button.
 - 6) Check to ensure that the Order Number in block 22 of the DD Form 1610 is now a six digit number.
- c. If neither of these steps fixes the problem, contact your organizations DTA.
5. POC for this guidance is Mr Tyler Nemchick, DSN 370-7675, tyler.nemchick@ima-e.army.mil

Encl.


JEFFREY SCHOTT,
Acting Chief, Logistics Division